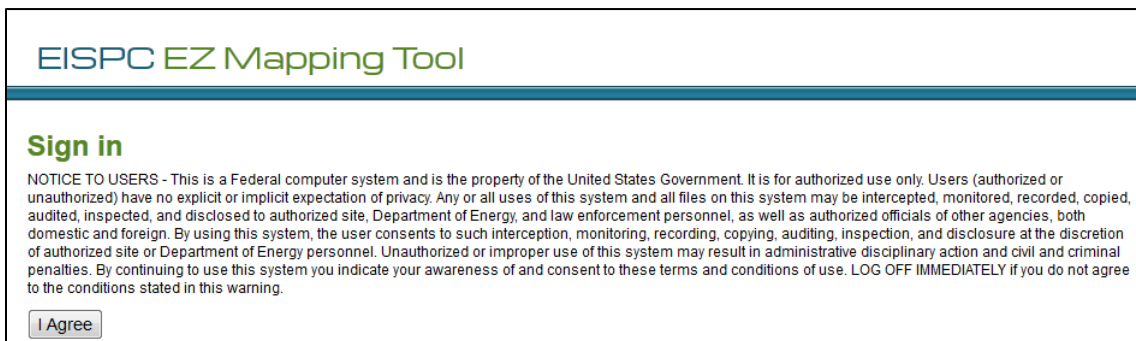# EISPC EZ Mapping Tool Manual

Registration and Launching the Mapping Tool
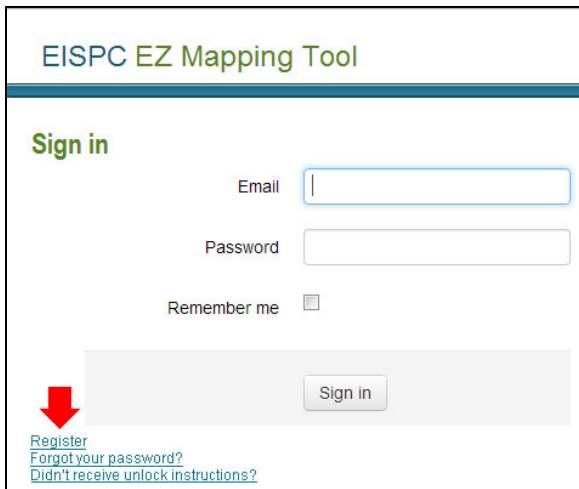
1) In order to use the EISPC EZ Mapping Tool, you must create a login, which uses your email address and a password. Your activities within the mapping tool will be saved to your account so that your work can continue from one session to the next. From the Home Page, clicking on *Login* or the Launch Tool icon ( ) will bring you to a banner containing the Department of Energy terms and conditions notice. After you have read and agreed to the terms and conditions, click on the *I Agree* button.

2) Clicking the *I Agree* button will lead you to the Sign in page. To register for the tool, click on the Register link in the bottom left-hand corner of the screen.

3) On the Registration page, fill out the information pertaining to your name, organization, and state. Your e-mail address and password will be used as your login information. There are two options at the bottom of the page. By leaving the box next to the User Community page option unchecked, you agree to have your first name, last name, organization, and state listed on the User Community page. If your organization is not already in the Organization list, choose "Other (Enter below)" from the bottom of the drop-down list, and enter your organization in the Other

organization box. By leaving the box checked next to the e-mail notification option, you agree that you would like to be e-mailed occasionally when significant changes are made to the site. After you have completed the registration information, click on *Register* at the bottom of the page. You will receive an e-mail when your registration has been approved.

4) After your registration is approved, return to the sign in page, enter your e-mail and password, and click *sign in*. This will lead you to the "Terms and Conditions" page of the EZ mapping tool.

5) Either accept the terms by clicking **Accept Terms** or reject the terms by clicking **Reject terms and log out**. Clicking on **Accept Terms** will either launch the EZ Mapping Tool (if you originally clicked the Launch Tool icon) or will take you back to the homepage (if you originally clicked **Login**) where you can now click the Launch Tool icon (Launch Tool).

Understanding the Default Layout

Launching the tool will open a new tab or browser window with the default layout of the mapping tool.

- A window on the left side of the screen contains the *Main Menu* and *Map Contents.*
- The *Main Menu* contains the Library, Areas, Analyze, and Results icons.

  - The Library icon (Library) is used to add new map layers or model layers to the map Contents window (see Adding Map Layers and Adding Model Layers)

  - The Areas icon (Areas) is used to create analysis areas (see Creating an Analysis Area)

  - The Analyze icon (Analyze) is used to run models or reports (see Running a Model or Running a Report)

  - The Results icon (Results) is used to view your model or report results (see Running a Model or Running a Report)
- The *Map contents* panel controls the layers displayed on the map.
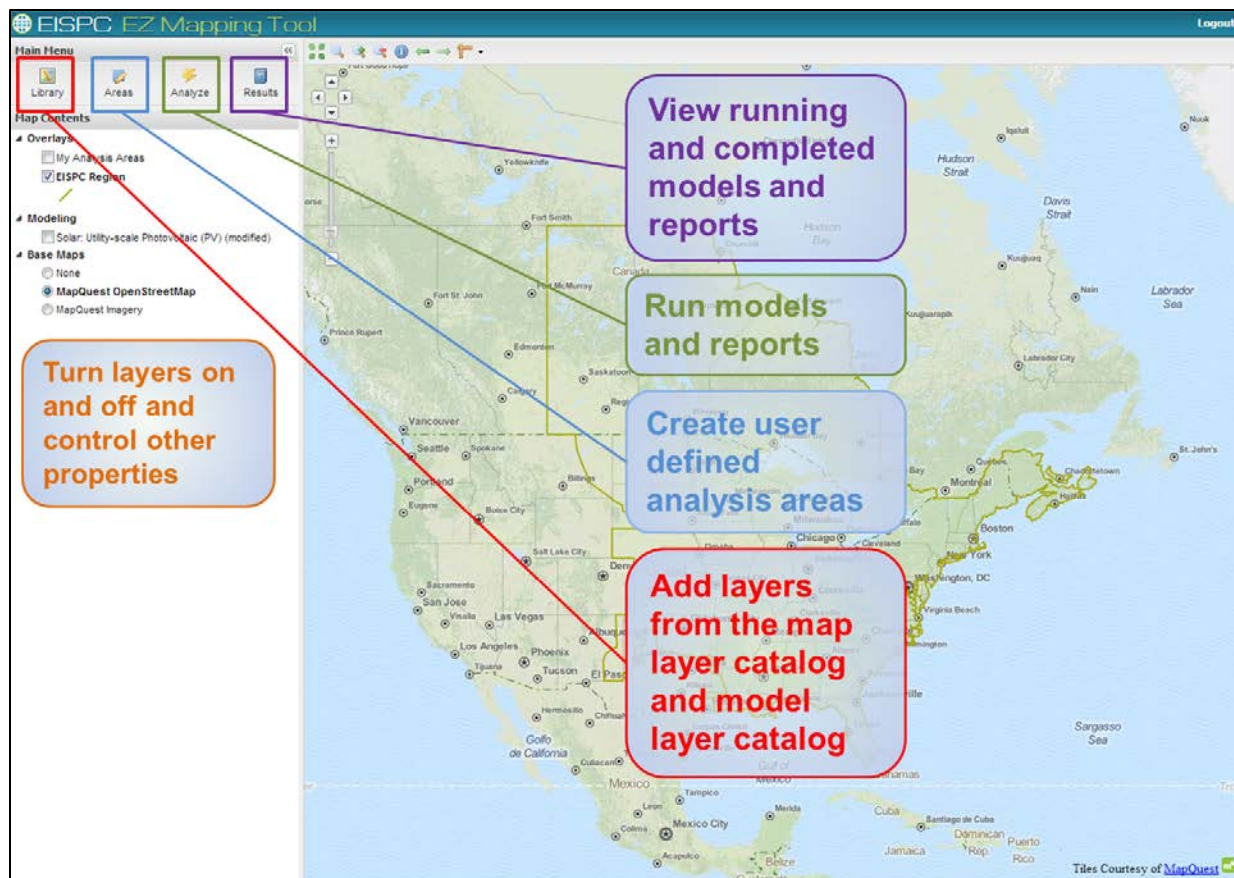
Layers

The default map shows a few base map options and the EISPC region. All other layers are added by using the icons in the *Main Menu* window.

Adding Map Layers

1) Click the Library icon (Library) in the upper left corner of the *Main Menu*.
2) A window pops up displaying all of the layers contained in the *Map Layer Catalog*. Click on the plus (+) next to a layer name to display the abstract, publication date, and last date the layer was updated.
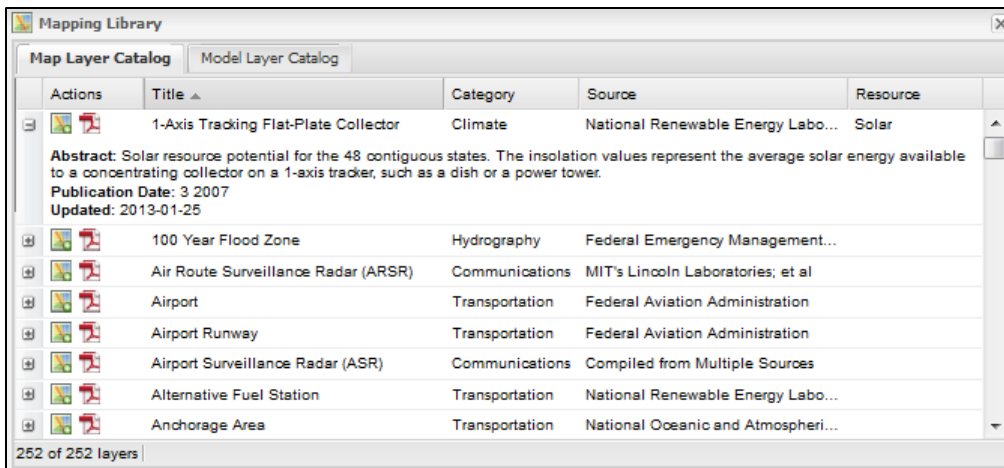
3) Place the cursor over a heading (*Title*, *Category*, *Source*, or *Resource*) and a down arrow appears to the right of the heading name. Click the down arrow to sort or filter the list. The *Category* and *Resource* columns list all possible options to sort by. Click the filters that you wish to use. The *Title* and *Source* columns allow you to choose a filter term. Place the cursor over *Filters* and type a word in the box that appears. You can remove the filters by unchecking the boxes at the bottom of the window.

4) Click the Map icon ( ) to add a layer to the map. It will also be listed in the *Overlays* section of the *Map Contents* window.

5) If you would like to see the metadata for a particular layer, click on the PDF icon ( ) next to the layer name. A PDF will open containing the metadata for that layer.

Adding Model Layers

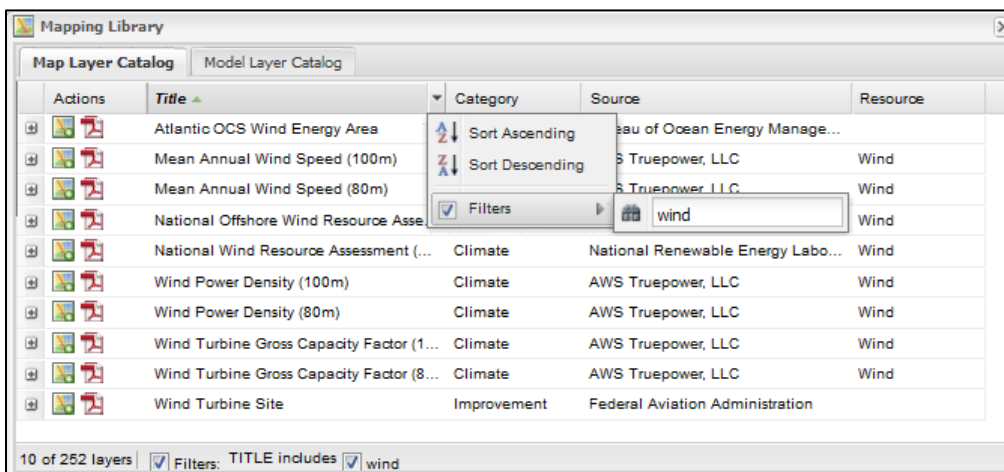1) If you are interested in viewing the screening layers for a particular model, click the Library icon

(Library) in the upper left corner of the *Main Menu*.

2) In the Mapping Library dialog, click the *Model Layer Catalog* tab. Click on the plus (+) next to a layer name to display the abstract, publication date, and last date the layer was updated.
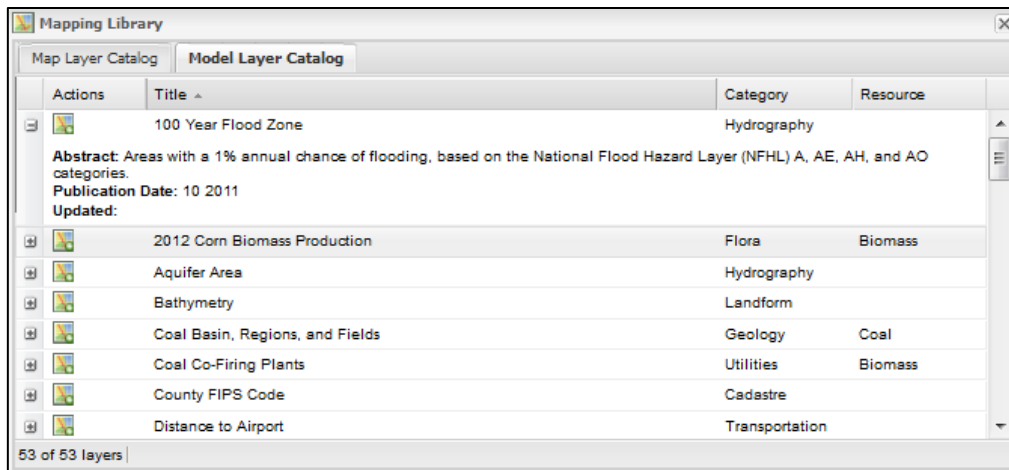
3) Place the cursor over a heading (*Title*, *Category*, or *Resource*) and a down arrow appears to the right of the heading name. Click the down arrow to sort or filter the list. The *Category* and *Resource* columns list all possible options to sort by. Click the filters that you wish to use. The *Title* column allows you to choose a filter term. Place the cursor over *Filters* and type a word in the box that appears. You can remove the filters by unchecking the boxes at the bottom of the window.
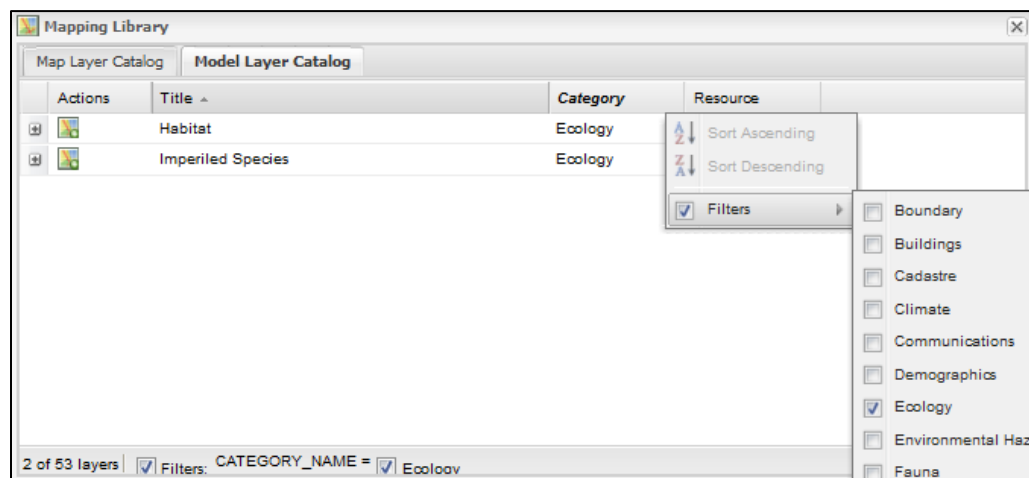

4) Click the Map icon ( ) to add the layer to the map.
5) The selected layer is added to the *Modeling* section of the *Map Contents* window.
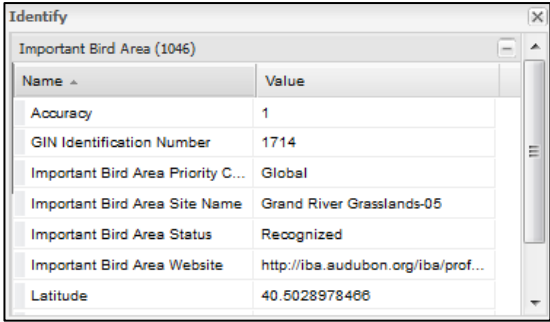
Removing Layers

- To remove a layer from the map but keep it in the *Map Contents* window, uncheck its box.
- To remove a layer from the map and the *Map Contents* window, right-click the layer name and then click Remove layer (red circle with white minus sign). This does not permanently remove the layer from the application, but only from your *Map Contents* window. To add the layer again at a later time, repeat the steps under Layers.

Using the Map Tools

The map tools are located at the top of the map and allow you to navigate the map.

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	Zoom to Max Extent	Click to display the map at its maximum extent (i.e., zoom out as far as possible).
	Zoom by Dragging	When active, click or click-and-drag on the map to zoom to the selected area. Click the icon again to stop zooming.
	Zoom In	Click to zoom in one level on the map.
	Zoom Out	Click to zoom out one level on the map.
	Identify	When active, click a feature on the map to retrieve more information about that specific feature . If there is more than one layer or feature at the click point, the information for each one will be listed in the results. Click the *Identify* tool again to stop using it.
	Zoom to Previous Extent	Return to the previous zoom level/view.
	Zoom to Next Extent	Go to the next zoom level/view (after going to Previous Extent).
	Measure	Click the black down arrow, choose Length or Area, then click the map to draw a polygon to measure. Click once to draw each point on the line (Length) or polygon (Area). To complete the polygon, double click. Click the Measure tool again to stop measuring.

Map Navigation

	Pan Controls	Use the pan controls to pan the map up and down, left and right.
	Zoom In	Click to zoom in one level.

[−]	*Zoom Out*	Click to zoom out one level.
	Zoom Slider	Click and drag the slider to zoom in (up) and out (down).

Creating an Analysis Area

1) Click the Areas icon (Areas) in the *Main Menu* window. The *Analysis Areas* window pops up.
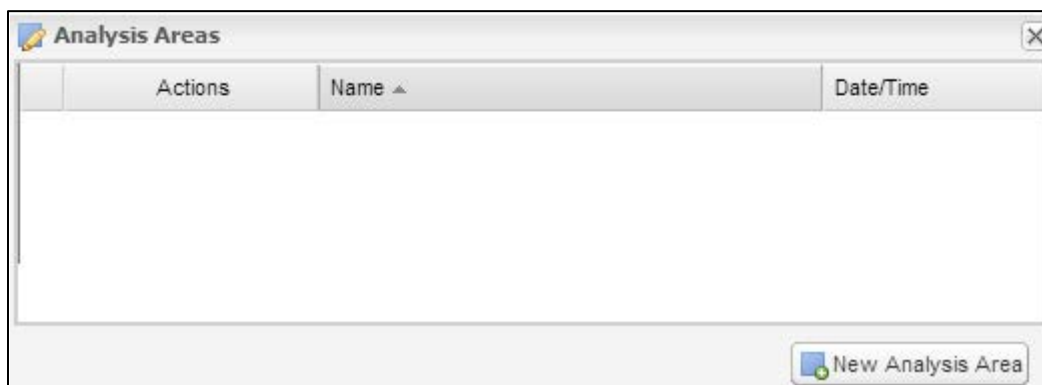
2) Click the New Analysis Area icon (New Analysis Area)

3) Add an analysis area to the map by clicking the mouse once for each corner and clicking the mouse twice on the last corner to complete the analysis area. The *Modify Analysis Area* window will pop up where you can create a name for your analysis area and add any notes you might have.

4) Click **Submit**. Your analysis area is added to the *Analysis Areas* window. To display your analysis area on the map, click the box next to *My Analysis Areas* in the *Overlays* section of the *Map Contents* window. A shaded region will then appear on your map. This analysis area can now be chosen in the *Choose Region* drop down when you run a report (See Running a Report for instructions).

5) There are several actions to choose in the *Actions* column of the *Analysis Areas* window.

- The Show/Hide Area icon ( ) controls whether the analysis area is shown on the map.
- The Magnifying Glass icon ( ) zooms the map to the analysis area.
- The Report icon ( ) runs a report on that analysis area (see Running a Report).
- The Edit icon ( ) allows the name and notes for the analysis area to be edited.
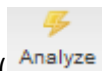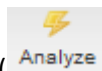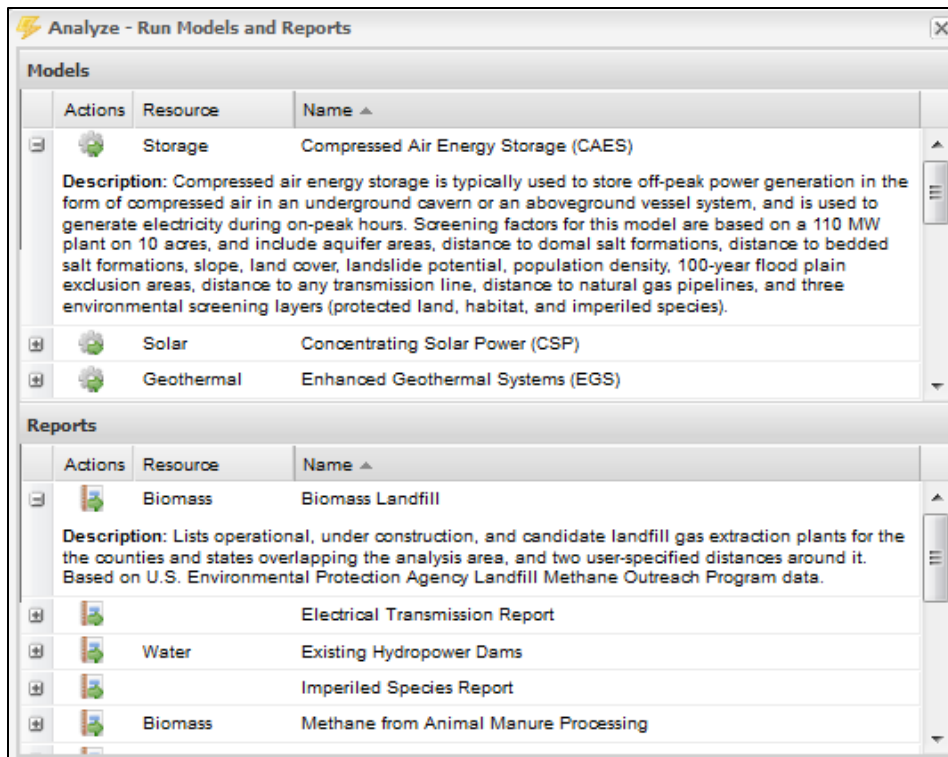- The Delete icon ( ) permanently deletes the analysis area.

Running a Model

1) Click the Analyze icon ( ) in the *Main Menu* window to open the *Analyze – Run Models and Reports* window. All of the available models are listed in the *Models* section of the window. Click on the plus (+) next to a model name to display a description of that model.

2) Clicking on the Run Model icon ( ) to the left of a model name to open the *Model Launcher*.
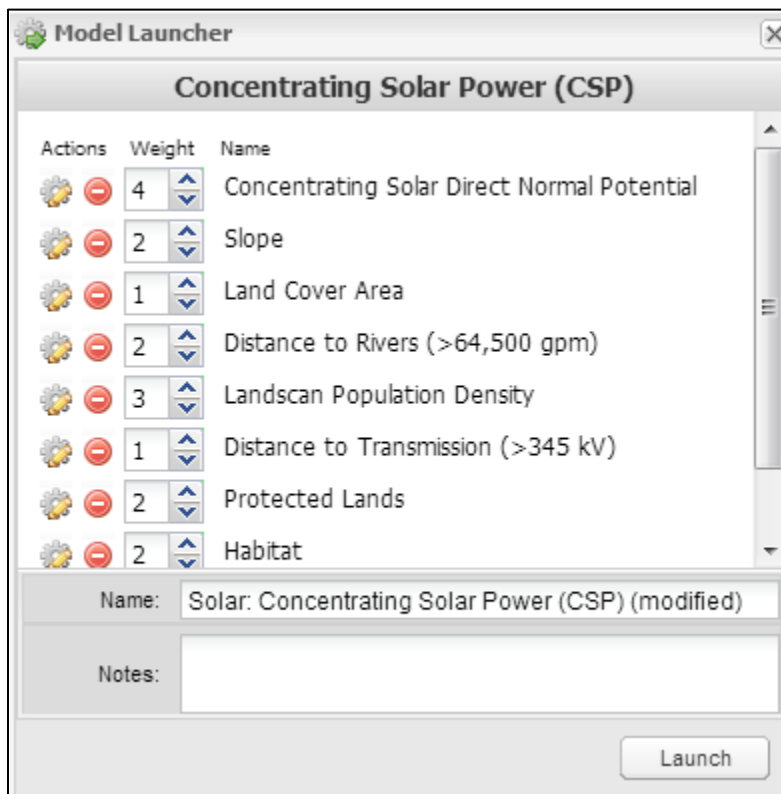
3) The default screening layers and weights are displayed in the *Model Launcher* window. These weights were determined by experts from three national laboratories to be appropriate default

weights for each specific model run. You can adjust these relative weights given to each screening layer by increasing or decreasing the numbers to the left of the layer names from 1 to 10 with 1 meaning that the layer should be given the smallest possible influence on the model and 10 meaning that the layer should be 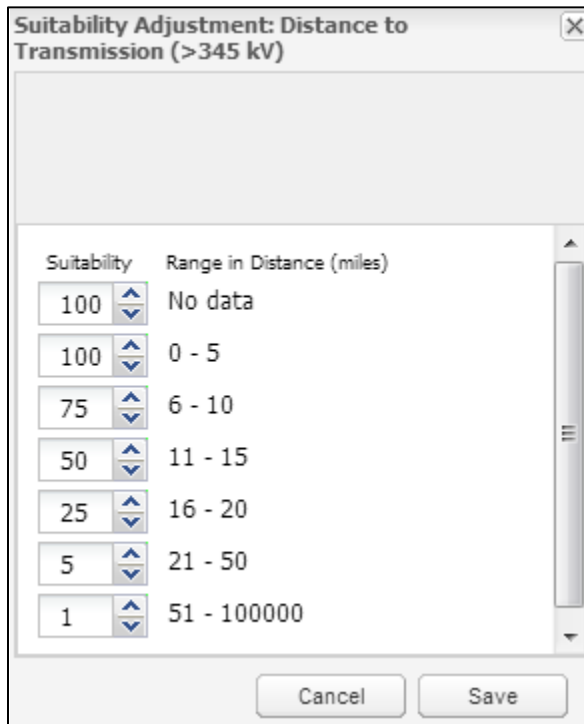given the highest possible influence on the model. You can also remove a screening layer from your model run by clicking the Remove Layer icon (⊖).

4) To adjust the suitability values within a screening layer, click on the Edit Suitability Settings icon ( ) to the left of the layer name. The *Suitability Adjustment* window pops up.

Suitability Adjustment: Distance to Transmission (>345 kV)

Suitability	Range in Distance (miles)
100	No data
100	0 - 5
75	6 - 10
50	11 - 15
25	16 - 20
5	21 - 50
1	51 - 100000

Cancel   Save

5) You can adjust the suitability value for the various aspects of a screening layer by typing a value or using the arrows to change the suitability number next to each category. The suitability values range from 0 to 100 with 0 being unsuitable and 100 being the most suitable. Update the suitability values and then click *Save* to return to the *Model Launcher* window.

6) If you would like to learn more about a specific screening layer listed in the *Model Launcher* window, you can add that screening layer to your map from the *Model Layer Catalog* (see Adding Model Layers).

7) You can change the default name of the model and add any notes about the model run by typing in the boxes at the bottom of the *Model Launcher* window.

8) When you have finished customizing your model run, click *Launch*. You can view the status of your model run by clicking on the Results icon (Results). The *Analysis Results* window will pop up. The status will be displayed as an hour glass while the model is running and a check mark when the model is complete.
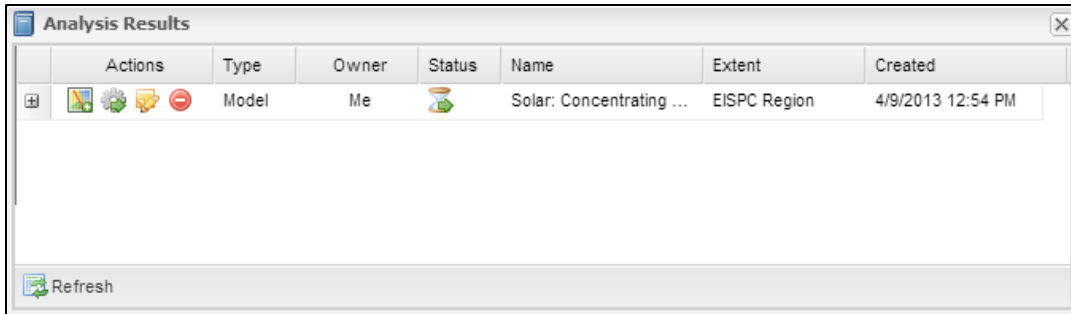
9) There are several actions to choose from in the *Actions* column of the *Analysis Results* window.

- The Add Results icon ( ) allows you to add your model run to the map under the *Modeling* section of the *Map Contents* Window.

- The Modify Model icon ( ) opens up the *Model Launcher* Window with all of your previous choices saved so that you can edit that model run and run it again as a new model.

- The Edit icon ( ) allows you to edit the name and notes for your model run.

- The Delete icon ( ) allows you to permanently delete your model run.

Running a Report
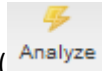
1) Click the Analyze icon ( ) in the *Main Menu* window. The *Analyze – Run Models and Reports* window pops up. All of the available reports are listed in the *Reports* section of the window. Click on the plus (+) next to a report name to display a description of that report.
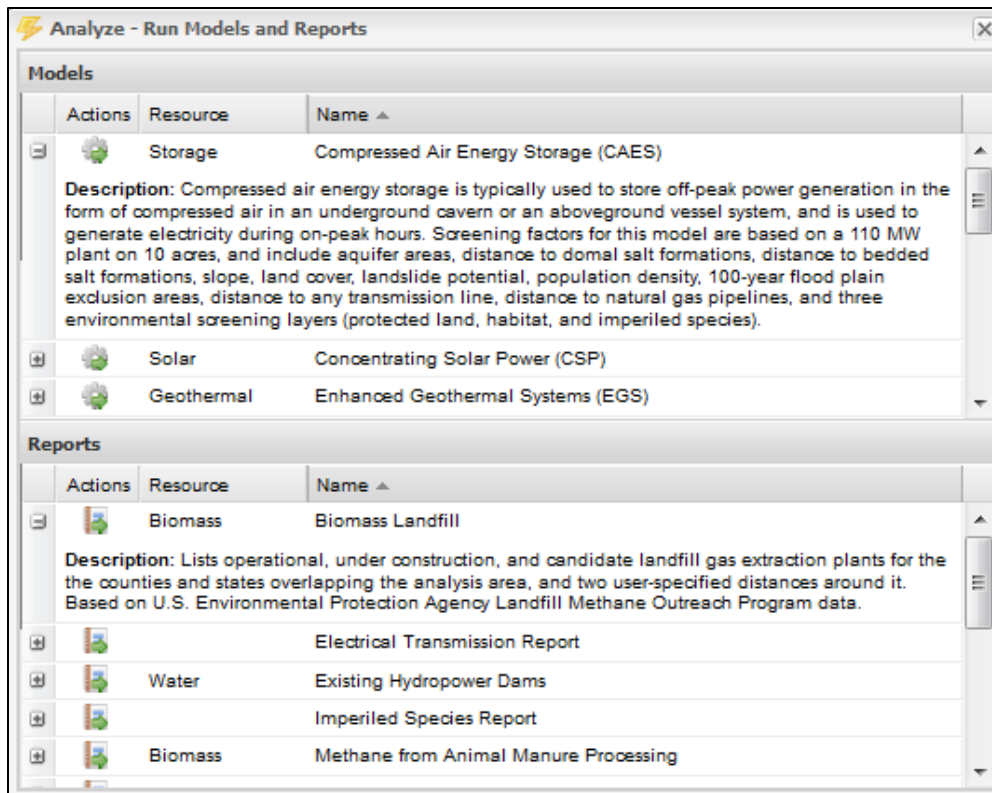
2) Select a report by clicking on the Run Report icon ( ) to the left of the report name. The *Report Run Launcher* window pops up.

3) In the *Region* section of the *Report Run Launcher* window, use the *Type* drop-down menu to choose whether to run a report on an analysis area, state, or county. Then use the subsequent drop-down menu to select the specific analysis area (see Creating an Analysis Area), state, or county you would like to run your report on.

4) In the *Parameters* section of the *Report Run Launcher* window, enter two buffer distances surrounding your region that you would like the report to analyze.

5) You can change the default name of the report and add any notes about the report by typing in the boxes at the bottom of the *Report Run Launcher* window.

6) When you have finished customizing your report run, click **Launch Report**. You can view the status of your report run by clicking on the Results icon (Results). The *Analysis Results* window will pop up. The status will be displayed as an hour glass while the report is running and a check mark when the report is complete.
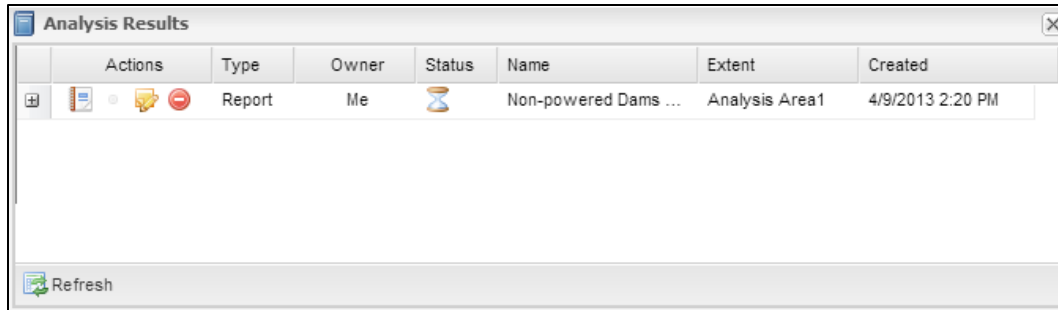
7) There are several actions to choose from in the *Actions* column of the *Analysis Results* window.

- The Display Report icon ( ) allows you to view your report in a new browser tab.

- The Edit icon ( ) allows you to edit the name and notes for your report.

- The Delete icon ( ) allows you to permanently delete your report.

Exiting the Mapping Tool

To exit the mapping tool, simply close the browser window or tab, or click **Logout** in the upper right hand corner of the screen. Your layers in your *Map Contents* window as well as your model runs and reports will be saved and can be accessed the next time you log in to the mapping tool.